



CONFIDENTIAL

DEPARTMENT OF STATE
WASHINGTON

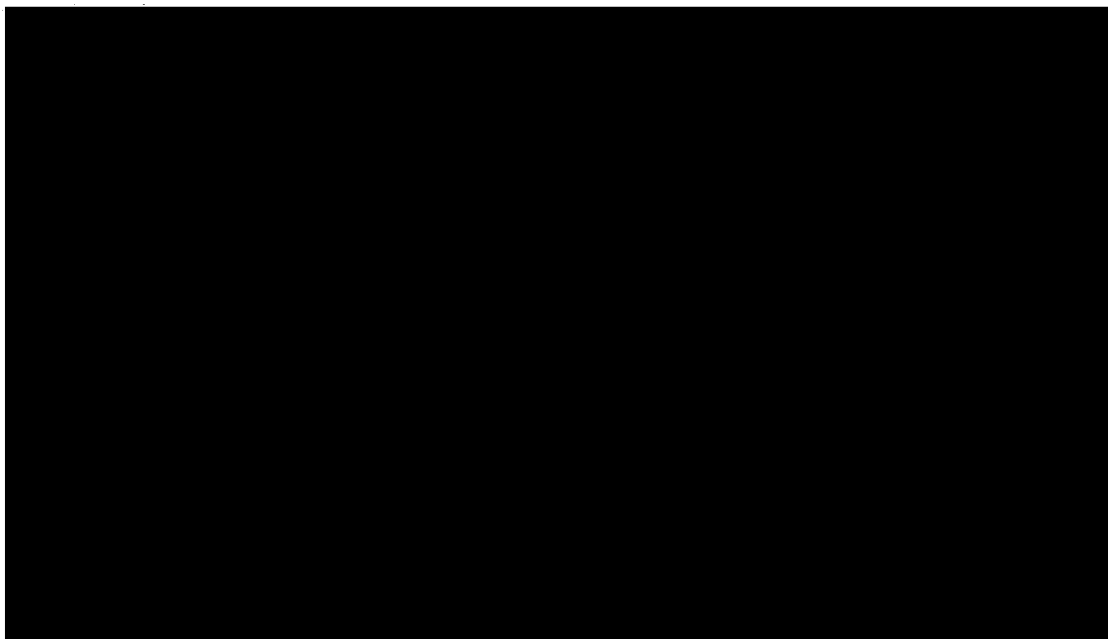
September 20, 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Collection of Foreign Photographs (4 FSM 942)

This will confirm the meeting held in my office on August 7, 1961 for the purpose of discussing proposed changes in the Graphics Program.

In order to eliminate undesirable duplication and to effect greater efficiency in carrying out the intent of the Program, tentative agreement was reached on the following proposals:



2. Handling of Correspondence

Transmittal slips and operations memoranda will be prepared by Graphics Register and forwarded to INR/CS/IIB. Precise procedures will be worked out by Mr. Berg and [redacted]. Incoming correspondence from the field will henceforth go directly to the Agency. Graphics Register will suggest appropriate procedures for this.

Department's

State Dept. declassification & release instructions on file

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Department's Files on the Graphics Program. Correspondence accumulated under the Graphics Program since its inception will be transferred to the Graphics Register. Graphics Register will detail personnel to visit INR/CS/ILB to examine the files and arrange for appropriate disposition.

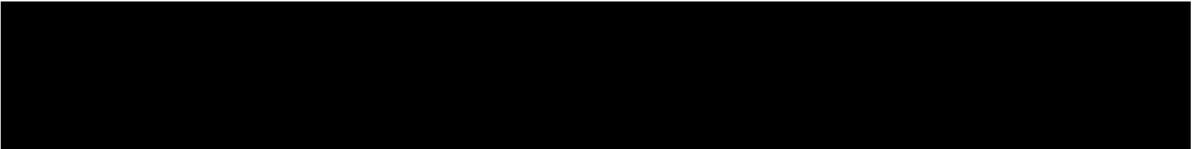
3. Clearances

In accordance with Departmental regulations, particularly sensitive communications or communications levying requirements on the Foreign Service must be cleared with the appropriate geographic (policy) bureaus of the Department. INR/CS/ILB will retain the responsibility for obtaining such clearances.

4. Evaluations

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The handling of evaluations of the performance of the various posts under the Program will remain unaffected.



Wm
William McAfee
Director, Coordination Staff